

## WCEGA PLAZA & TOWER MCST 3564 Management Office

21 Bukit Batok Crescent #02-71, Singapore 658065  
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### MINUTES OF THE 3<sup>rd</sup> COUNCIL MEETING OF THE 14<sup>TH</sup> MANAGEMENT COUNCIL HELD ON WEDNESDAY, 18<sup>th</sup> DECEMBER 2024 AT #02-71 MANAGEMENT OFFICE

|                      |                             |   |                                     |
|----------------------|-----------------------------|---|-------------------------------------|
| Present:             | Ms Kweh Hui Cheng Catherine | - | Chairperson                         |
|                      | Mr Yoe Tong Hock Dave       | - | Secretary                           |
|                      | Mr Lim Cheng Hung Jason     | - | Treasurer                           |
|                      | Mr Soo Chee Sern            | - | Member                              |
|                      | Mr Tan Yu Jie Antouny       | - | Member                              |
|                      | Mr Chen XiaoDong            | - | Member                              |
| Absent with Apology: | Mr Koh Sheng Wei Alphonsus  | - | Member                              |
| Attendees:           |                             |   | Newman Property Consultants Pte Ltd |
|                      | Mr Eldric Tan               | - | Managing Agent                      |
|                      | Mr Edwin Teo                | - | Managing Agent                      |
|                      | Ms Lee Jia Xin              | - | Managing Agent                      |

There being a quorum, the meeting commenced at 2.13 pm, in accordance with paragraph 2(1) of the Second Schedule of the Building Maintenance and Strata Management Act (BMSMA), with the Management Council (MC)

| S/N | Description                                                                                                                                                                                    | Action |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.0 | To confirm and adopt the minutes of the following Council Meeting minute:<br>2 <sup>nd</sup> Council Meeting of the 14 <sup>th</sup> Management Council held on 26 <sup>th</sup> November 2024 |        |
|     | The above meeting minutes were unanimously adopted. Proposed by Ms. Catherine Kweh and Seconded by Mr. Soo.                                                                                    | Info   |
| 2.0 | To discuss matters arising from the abovementioned Council Meeting of the 14 <sup>th</sup> Management Council                                                                                  |        |
| 2.1 | New Management Office                                                                                                                                                                          |        |
|     | Mr Soo Chee Sern updated all members that the URA submission was done and will update once URA respond.                                                                                        | MA     |
| 2.2 | Lift Matters                                                                                                                                                                                   |        |
|     | MA informed Council that invites was sent to various lift consultants for the lift modernization.                                                                                              |        |
|     | Till date MA received 3 quotations for the lift consultancy project. Dead-line for the submission will be the end of December 2024.                                                            | MA     |
|     | Council requested MA to invite more lift consultants to quote for the services and one                                                                                                         |        |

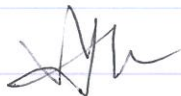
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|                                            | of the conditions to the lift consultant was to put up the tender in the newspaper to invite lift vendors to tender to for modernization project.<br><br>MA will follow up and keep Council posted on the progression.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    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| 2.3                                        | <b>Basement Carpark Water Seepage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     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|                                            | MA presented the works progression from M/s Summerfix for the basement carpark water seepage works. Works are being done at 3 locations concurrently, namely SB1, area beside lobby 2 and water drainage area beside SB1.<br><br>MA will update Council on the progress of the works.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | MA |               |        |              |             |              |            | 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| 2.4                                        | <b>Replacement of Defective Glass Panels at WCEGA Tower Lift Lobby (Level 2)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          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|                                            | MA invited 3 glass contractors (Tenon Construction Pte Ltd, Brunswick Construction and Kario Glass Pte Ltd) to present their quotes. Following their presentations, Mr. Soo requested all the contactors for their detailed breakdown on the various aspects of their quote. MA was tasked to draft new requirement for the glass contractors to re-quote.<br>MA will draft and update council accordingly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | MA |               |        |              |             |              |            |            |                     |             |                                            |              |                             |                |              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| 3.0                                        | <b>To adopt the Financial Statements for the month of November 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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|                                            | MA presented the financial statements for the month of November 2024 to the Council.<br><br>Point to account: <table><tr><td></td><td>November 2024</td></tr><tr><td>Income</td><td>\$242,583.63</td></tr><tr><td>Expenditure</td><td>\$186,393.03</td></tr><tr><td>Income tax</td><td>\$5,441.67</td></tr><tr><td>Surplus / (Deficit)</td><td>\$56,190.60</td></tr><tr><td>Year to date Surplus / (Deficit) After tax</td><td>\$108,924.95</td></tr></table><br><table><tr><td>Accumulated Management Fund</td><td>\$1,136,154.18</td></tr><tr><td>Accumulated Sinking Fund</td><td>\$2,950,638.62</td></tr><tr><td>Total Funds</td><td>\$4,086,792.80</td></tr></table><br>Arrears owing more than 180 days and above at \$51,264.82.<br>MA will issue out demand letter to the respective units who owed more than 3 quarters and lodge charge for units that owed more than 180 days and above.<br><br>Financial statements for the month of November 2024 were unanimously adopted.<br>Proposed by Mr. Jason Lim and Seconded by Mr. Dave Yoe. |    | November 2024 | Income | \$242,583.63 | Expenditure | \$186,393.03 | Income tax | \$5,441.67 | Surplus / (Deficit) | \$56,190.60 | Year to date Surplus / (Deficit) After tax | \$108,924.95 | Accumulated Management Fund | \$1,136,154.18 | Accumulated Sinking Fund | \$2,950,638.62 | Total Funds | \$4,086,792.80 | INFO<br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br>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| Expenditure                                | \$186,393.03                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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| Income tax                                 | \$5,441.67                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                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| Surplus / (Deficit)                        | \$56,190.60                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               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| Year to date Surplus / (Deficit) After tax | \$108,924.95                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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| Accumulated Management Fund                | \$1,136,154.18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Accumulated Sinking Fund                   | \$2,950,638.62                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Total Funds                                | \$4,086,792.80                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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|            | Members discussed and decided that Mr. Jason Lim (Treasurer) and Mr. Dave Yoe (Secretary) with MA staffs Mr. Eldric Tan and Mr. Edwin Teo will be attending the above mention mediation session on Friday 3 <sup>rd</sup> January 2025.                                                                                             | <b>INFO</b> |
| <b>6.0</b> | <b>To Review Security's Performance</b>                                                                                                                                                                                                                                                                                             |             |
|            | Council discussed and noted that the security's performance was unsatisfactory. MA was tasked to call for tender for the replacement of the security team.                                                                                                                                                                          | <b>MA</b>   |
| <b>7.0</b> | <b>Any other matters</b>                                                                                                                                                                                                                                                                                                            |             |
| <b>7.1</b> | <b>Proposal for EV Charging Station Installation</b>                                                                                                                                                                                                                                                                                |             |
|            | Council tasked MA to source for vendors to provide proposal on the installation of EV charger to the estate. Council will carry out feasible study and put up in the next AGM for approval to proceed.<br><br>MA will follow up and keep Council posted.                                                                            | <b>MA</b>   |
| <b>7.2</b> | <b>Proposal for Solar Panels Installation</b>                                                                                                                                                                                                                                                                                       |             |
|            | Council mentioned that by installing solar panels on the rooftop will be able to save on monthly electrical bill. Therefore, tasked MA source for solar vendors to provide their proposal and present it to Council. This item will also be tabled in the next AGM for approval.<br><br>MA will follow up and keep Council updated. | <b>MA</b>   |
| <b>7.3</b> | <b>Staffs Performance Bonus</b>                                                                                                                                                                                                                                                                                                     |             |
|            | HQ in charge Mr. Eldric Tan informed council that the breakdown for the staff bonus was send to their respective emails. Council has no objections to the figures provided.                                                                                                                                                         | <b>INFO</b> |

There being no other business, the meeting was called to end at 5.05pm with a vote of thanks to all present.

Minutes prepared by : Edwin Teo (Newman Property Consultants Pte Ltd)  
Minutes vetted by : Eldric Tan (Newman Property Consultants Pte Ltd)

Confirmed by



Secretary  
14<sup>th</sup> Management Council  
The Management Corporation Strata Title Plan No. 3564

22/1/25  
Date